

Patient-Centered Medical Home Advisory Council
September 14, 2011
Meeting Agenda

1. Roll call of members to determine a quorum
2. Duties of the Chair (and other officers, if needed)
3. Election of Chair (and other officers, if needed)
4. Discussion of the charge and structure of the Council and subcommittees
5. Review of Work Plan adopted by Working Group
6. Discussion on how to move forward on data system decision
7. Update/ Discussion of Educational Tour on Medical Homes
8. Report from Subcommittees
 - a. Dr. Shepard on QM
 - b. Update on FP
9. Adjourn

A few notes on agenda Items

2. Duties of Chair (A vice chair would fill in when the chair is absent. A Secretary would take on the final task listed below.)
 - Determine meeting dates/Approve meeting agendas/Facilitate meetings
 - Invite participation of all members; ensure that all are heard
 - Determine how to move the Council members in a way that accomplishes the goals
 - Oversee assignments to staff and other Council members
 - Call for votes of the council when needed
 - Ensure the records of the committee are complete, that they represent the work of the Council , and that open meetings laws are followed
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4. Charge of the Committee (as stated in the letter from the commissioner)
 - furnish advice on setting up a working model for a state-wide system of patient-centered medical homes in Montana;
 - gather information on other projects for patient-centered medical homes and assess which have the most value to Montana efforts;
 - recommend procedures and policies for launching a pilot project in Montana;
 - recommend a legal structure, governance model, and funding mechanism for an on-going program to support patient-centered medical homes.
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Structure: Full Council

- 25 equal participants, each with one vote
- Decisions may be made by general consensus if there is little dissent voiced
- Interested Parties may contribute to discussion, voice concerns, advocate positions, but do not have a vote
- Any member may ask for a roll call vote on any decision
- Proxy voting is not allowed, but votes may remain open for 24 hours for electronic participation
- Members may participate fully, either in person or by teleconference
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Structure: Subcommittees

- At least three members of the Advisory Council must be on a subcommittee
- Subcommittees may include members outside the Advisory Council to make use of additional expertise
- Members outside the Advisory Council have voting privileges only on that subcommittee.
- Subcommittees may only make recommendations to the full Council